

# ARIZONA CRIMINAL JUSTICE COMMISSION

1110 W Washington, Suite 230, Phoenix, AZ 85007

## ACCOUNTING SPECIALIST 2

Posting Dates: November 6 – 12, 2017

Salary Range: \$32,000 - \$43,437/annually      Grade: 18      Location: Phoenix, AZ

### AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY

The State of Arizona is currently seeking an Accounting Specialist 2 for the Arizona Criminal Justice Commission (ACJC). This is a full-time non-exempt position with great benefits, an ideal work environment that includes free covered parking, front door access to public transit and an on-campus cafeteria.

#### **JOB SUMMARY**

The Accounting Specialist 2 is responsible for the day to day procurement, travel, file maintenance, and other accounting functions of the agency. The position ensures daily operations are run smoothly, in accordance with federal, state and agency policies and procedures. The Accounting Specialist 2 serves as the agency's Travel Coordinator and is the point of contact for ProcureAZ on purchasing related issues. This position is also responsible for tracking updates and recommended changes regarding policies and procedures to travel and procurement.

#### **ESSENTIAL JOB DUTIES**

- Validates and records all revenues including drawdowns of federal funds, distributions, deposits, and general ledger accounting functions.
- Responsible for agency's travel claim payments, and employee reimbursements.
- Maintain accounting files, receives all orders, supplies, bills, and invoices
- Creates and maintains agency purchase orders, vendor setup, and processes standard vendor invoices for payment by entering requisitions into AFIS.
- Troubleshoots and resolves accounting issues by working with internal staff and state resources using considerable discretion and judgment.
- Agency coordinator and liaison with the Department of Administration GAO Travel, ProcureAZ and State Treasurer. Processes agency transfers, AFIS transactions, procurement requests, and prepares deposits for processing by the State Treasurer.
- Maintains accounts receivable schedule by controlling the invoicing of agencies in accordance with established Inter-agency Service Agreements (ISAs). Ensures payments are received timely and applied to appropriate fiscal accounts.
- Develops and maintains spreadsheets and/or databases used for reconciliations, distributions, reporting, and year-end activities.
- Composes correspondence dealing with subject matters that call for considerable discretion and involve some judgment and negotiation.

#### **KNOWLEDGE, SKILLS AND ABILITIES (KSAs)**

##### **Knowledge of:**

- Principles, concepts, practices, methods, and techniques of government accounting and fiscal control.
- Rules and regulations of data processing as it applies to accounting practices; plus state rules and policies as they pertain to employee travel, statewide accounting, procurement, and the state automated financial system (AFIS).
- Reference materials such as federal regulations, Arizona Revised Statutes, applicable agency manuals, and policies and procedures is preferred.
- Financial research methodologies and Microsoft Office Suite including: Access, Excel, Outlook and other accounting software products.

**Skilled in:**

- Generating and analyzing financial transaction documents and reports to ensure that transactions are properly processed.
- Applying general accounting practices to financial, travel and procurement functions.
- Modifying document recordkeeping and accounting systems; making use of current computer technology.
- Excellent time management and work organization.

**Ability to:**

- Interpret and apply the full range of financial processes and procedures inherent in a large automated central financial program.
- Maintain complex accounts and records. Prepare financial reports and perform research to resolve problems and eliminate inaccuracies.
- Communicate effectively verbally and in writing. Follow complex oral and written directions.
- Team player and participate fully in coordination efforts within the criminal justice system.
- Work independently with limited supervision and complete tasks timely and accurately; meet deadlines

**EDUCATION & EXPERIENCE**

- Requires one year of governmental accounting experience equivalent to an Accounting Specialist I;
- OR completion of at least 12 semester hours of accounting from an accredited college or university and three years professional level accounting experience in business or industry.

**PRE-EMPLOYMENT REQUIREMENTS**

- Requires possession of and ability to retain a current, valid state-issued driver's license with no major driving citations in the last 39 months is required. Employees who drive on state business are subject to driver's license record checks, must maintain acceptable driving records and must complete any required driver training (see Administrative Code R2-10-207.12.)
- All newly hired employees will be subject to E-Verify Employment Eligibility Verification.

**Please submit your resume and cover letter to [www.azstatejobs.gov](http://www.azstatejobs.gov).**

**Req. # 33984**

**The deadline for submission is November 12, 2017**

**BENEFITS AND RETIREMENT**

The State of Arizona provides a comprehensive benefits package that includes 12 days' sick leave, 13 days' vacation, 10 paid holidays per year, health, vision and dental insurance, life and long-term disability insurance. Optional employee benefits include short-term disability, deferred compensation, and supplemental life insurance.

Employees must participate in the Arizona State Retirement System (ASRS). Enrollment eligibility becomes effective after 27 weeks of employment.

**EOE/ADA REASONABLE ACCOMMODATION EMPLOYER**

Arizona State Government is an EOE/ADA Reasonable Accommodation Employer. Persons with a disability may request a reasonable accommodation such as a sign language interpreter or an alternative format by contacting Human Resources Administration at (602) 364-1161. Requests should be made as early as possible to allow time to arrange the accommodation.